

RECREATION SUPERVISOR II

DEFINITION

To perform professional recreation and community service work in planning, organizing, promoting, supervising, and conducting year round city recreation center or community services programs involving athletics, community centers, playgrounds, after-school sites, senior citizens, special events, or physically and developmentally challenged, perform the duties of the Recreation Supervisor III in the absence of the Recreation Supervisor III; and performs other related work as required.

DISTINGUISHING CHARACTERISTICS

This is the full journey supervisor level class in the Recreation Supervisor series and it is distinguished from the Recreation Supervisor I level by the ability to perform the full range of duties assigned with only occasional instruction or assistance as unusual or unique situations arise.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Recreation Supervisor III.

Exercise direct supervision over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

Act as the Recreation Supervisor III in the absence of the Recreation Supervisor III.

Plan, organize, and direct one or more of the following programs: special interest classes, special events, athletics, community centers, playgrounds, therapeutics, cultural arts or senior citizens.

Select, schedule, supervise and evaluate subordinate staff, contractual instructors and volunteers; plan and conduct staff training.

Act as a liaison with area schools and other community groups and organizations.

Prepare and monitor budget for assigned center or program in regards to staffing, anticipated equipment, material and supply requirements and directs the requisitioning of materials, supplies and equipment for facilities; order, pick up, and deliver supplies; ensure adequate supply | inventory.

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Provide assistance for Capital Improvement Projects and design development of new recreational facilities; attend pertinent meetings during the planning and construction phases of the project plan.

Review and evaluate employees work performance; work with employees to correct deficiencies; implement discipline procedures as appropriate.

Evaluate operations and activities of assigned responsibilities; recommend and implement improvements and modifications for work methods and procedures; recommend and assist in the implementation of goals and objectives; develop and monitor performance measures; maintain center records and prepare necessary reports.

Monitor work activities to ensure compliance within established policies and procedures; instruct staff on proper work and safety procedures and ensure compliance.

Answer questions and provide information to the public; investigate complaints and recommend corrective action as necessary to resolve complaints.

Act as liaison with area schools and other community groups and organizations; evaluate community recreational needs and requirements.

Interpret the City recreation and community service programs to the public both on-site and at various community events.

Enter into agreements for facility rental and programs.

Conduct facility safety inspections and establish and enforce safety and participation standards to protect spectators and participants.

Coordinate and implement center program and Citywide events; prepare news releases for newspapers, radio and television; develop publicity materials and website information.

Establish program fees for the use of recreation facilities by users; collect and account for monies received.

Participate in various Department and/or City committees.

Administer first aid when appropriate.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer service.

Perform related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Objectives and methods of planning, organizing, directing, and evaluating recreation and community service programs.

Rules and skills involved in a variety of recreational and community service activities.

Principles and practices of supervision, training and performance evaluations.

Principles of budget preparation, monitoring and administration.

Pertinent local, State and Federal laws, ordinances and rules.

Principles and practices of conflict resolution.

English usage, spelling, grammar, and punctuation.

Computer equipment and software applications related to assignment.

Ability to:

Enlist staff interest, participation, and support of children and adults.

Obtain necessary licenses and/or certifications for specialized recreational programs (such as therapeutics, gerontology, outdoor leader, etc.).

Prepare and present written and oral reports and presentations to interested community groups.

Interpret and explain pertinent City and department policies and procedures.

Plan, assign, direct, and supervise the work of subordinates.

Train, motivate, and evaluate assigned staff.

Work varying schedules including evenings, weekends, and holidays.

Operate computer equipment and software applications related to assignment.

Work independently within broad parameters.

Exercise sound judgment and decision-making.

Operate computer equipment and software applications related to assignment.

Communicate clearly and concisely, both orally and in writing.

Establish and maintain effective working relationships with those contacted in the course of work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Experience and Training

Any combination of education and/or experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Three years of responsible experience in recreation related programs preferably full-time in a municipal setting.

Training:

Equivalent to a Bachelor's degree from an accredited college with major course work in recreation, physical education, recreation therapy or a related field.

License or Certificate

Possession of a valid California driver's license.

A valid Cardiopulmonary Resuscitation (CPR) certificate must be obtained within three months of hire.

Possession of a valid Therapeutic Recreation Specialist certificate (when assigned to Therapeutics).

PHYSICAL DEMANDS

On a continuous basis, sit at a desk, walk, stand, bend, crouch or stoop for varying periods of time. Must be able to travel to various city locations to attend meetings, evaluate programs and staff; sit for prolonged periods of time at meetings or events. Use hands and fingers to grasp tools; make repetitive hand and body motions; twist and reach below and above shoulder; write or use keyboard to communicate through written means; perform physical activities on a continual basis; possess sufficient strength and stamina to lift and manipulate recreational equipment, materials and supplies; possess visual ability sufficient to operate recreational equipment and vehicles under daylight and evening conditions; lift or carry weight of 50 pounds

or less with mechanical or lifted assistance.. Communicate in person and use the telephone. See in the normal vision range with or without correction; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Work is performed indoors and outdoors; the performance of outdoor work requires exposure to a variety of weather conditions (heat, cold, rain, intense sun); exposure to potentially hazardous substances and chemicals and work on slippery or uneven surfaces. Indoor work is performed in a variety of environments with natural or artificial lighting and moderate to high noise levels. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

4/05